



**CITY OF LAS VEGAS**  
1700 North Grand Avenue  
Las Vegas, New Mexico 87701  
Phone: (505) 454-1401 Fax: (505) 454-8027

# PURCHASE ORDER

**PO Number:** 220732

**Date:** 10/06/2021

**Request #:** 290945

**Vendor #:** 05642

**ISSUED TO:** CHEMTRADE CHEMICALS CORPORATION  
90 EAST HALSEY ROAD  
PARSIPPANY, NJ 07054-

**SHIP TO:** City of Las Vegas  
Attn: Water Treatment Plant  
385 NM 65  
Las Vegas, NM 87701

**Vendor Fax #:** (973) 515-1984

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	23	TRUCKLOAD LIQUID ALUMINUM SULFATE 45,000 TON	270.15		640-5700-610-7104	6,078.38

DEPARTMENT ORDER

**Approved By:**

**Date:**

10/7/2021

<b>SUBTOTAL:</b>	6,078.38
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	6,078.38

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

**Finance Dept. (505) 454-1401 FAX (505) 454-8027**

## CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 290945

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE:

10-6-2021

## PURCHASES INDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)
- ☐ BID NO.: \_\_\_\_\_ - \_\_\_\_\_ AWARDED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_; CONTRACT NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)
- ☐ SPD CONTRACT; SPD NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- ☐ EXEMPT PURCHASE; Provide Section No.: \_\_\_\_\_
- ☐ GSA CONTRACT; GSA NO.: \_\_\_\_\_ - \_\_\_\_\_ EXPIRES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- ☐ PROFESSIONAL SERVICES; \_\_\_\_\_
- ☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS  
PRIOR TO PROCURING GOODS AND/OR SERVICES.
- ☐ OTHER CITY CONTRACT: NO: \_\_\_\_\_ EXPIRES: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- ☒ EMERGENCY; \_\_\_\_\_ SECTIONS 13-1-127 STATE PRODUREMENT CODE

## STATEMENT OF NEED: (Must Complete)

I am requesting this Emergency PO be granted and the RFB will not be approved until the October city council meeting

\* IN COMPLIANCE WITH THE PROCUREMENT CODE # 14-18 THE FOLLOWING QUOTES WERE OBTAINED\*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED
9/30/2020	Chemtrade	1-800-631-8050	Michelle Schroeder	6078.37

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	45,000 lbs (22.5 tons)	per ton	Truckload, Liquid Aluminum Sulfate	270.15 Price /wt Ton	6078.37

VENDOR: ChemtradeTOTAL: \$ 6078.37ADDRESS: 90 East Halsey Road Parsippany, NJ 07054

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ \_\_\_\_\_

EXPENDED TO DATE \$ \_\_\_\_\_

CURRENT EXPENSE \$ \_\_\_\_\_

BALANCE \$ \_\_\_\_\_

Leslie A. Hawthorn  
SIGNATURE OF PERSON REQUESTING

640-5700-610-7404

APPROVED BY: [Signature] 10-7-21

FUND \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ ACTIVITY \_\_\_\_\_

BUDGET AVAILABLE YES: X NO: \_\_\_\_\_

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT

STATE OF NEW MEXICO  
EMERGENCY DETERMINATION FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person .

I. Name of Agency: **City of Las Vegas**

Agency Chief Procurement Officer: *Helen Vigil*

Telephone Number: *505-454-1401*

II. Name of Contractor: Chemtrade, LLC

Address of Contractor:

*90 East Halsey Road Parsippany, NJ 07054*

Amount of prospective contract: \$6,078.37

Term of prospective contract: 1 time purchase

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract:

*Purchase -(1) 45,000 lbs truckload , Liquid Aluminum Sulfate*

**IV.** Provide an explanation for the justification of the procurement including a description of the emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127. ***Submitted an RFP but it has not been approved yet. This item is needed to meet State and Federal requirements.***

**V.** Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).  
***We are awaiting approval on an RFP for future purchases.***

**VI.** Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

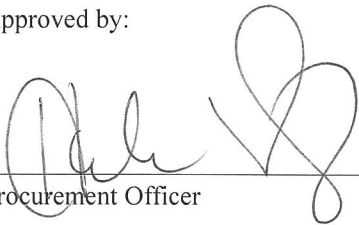
***Check supply more often so that we may have ample time to order and keep contract up to date.***

Certified by:

  
Department Director

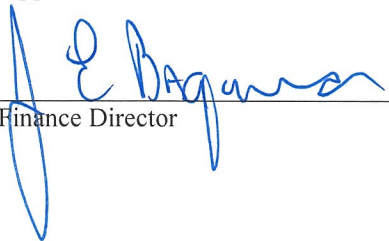
Date: 10/6/21

Approved by:

  
Procurement Officer

Date: 10/6/2021

Approved:

  
Finance Director

Date: 10-7-21





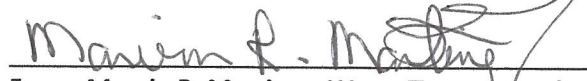
## City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | [lasvegasnm.gov](http://lasvegasnm.gov)

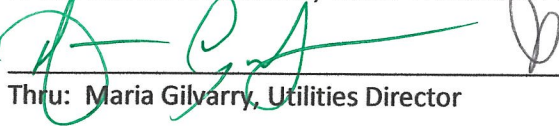
Mayor Louie A. Trujillo

October 6, 2021

To: Mr. Leo Maestas, City Manager



From: Marvin R. Martinez, Water Treatment Plant Manager



Thru: Maria Gilvarry, Utilities Director

Re: Re: Purchase of Liquid Aluminum Sulfate from Chemtrade US LLC.

The Water Treatment Plant uses Liquid Aluminum Sulfate as a Primary Coagulant to remove Turbidity prior to Filtration to meet State and Federal requirements.

Currently were running low on Liquid Aluminum Sulfate, which is used on a daily basis. The City of Las Vegas put out an (RFP) Request for proposals for Aluminum Sulfate, however it's pending approval from the Las Vegas City Council, which will take place in the October 2021 Council meeting. The Water Treatment Plant is in dire need of purchasing 45,000 lbs. of Aluminum Sulfate. If we do not do an emergency purchase, the Water Treatment Plant will run out of the said chemical, prior to approval from City Council.

Therefore, I'm requesting that the City of Las Vegas approve the emergency purchase of 45,000 lbs. of Aluminum Sulfate from Chemtrade in the amount of \$6,078.37

Should you require additional information, please feel free to contact me at (505) 927-9605.